



**SURF LIFE SAVING®**  
NEW ZEALAND



# **SAR INDUCTION PART 2: LOCAL SQUAD INDUCTION**

## **Assessor Manual**

Version: January 2026

*In it for life.*



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# Introduction

As part of being inducted into a Surf Life Saving SAR Squad, new members are required to complete the two-part induction.

Part 1 is the online SAR Induction Module which can be accessed on the SLSNZ etrainu platform. The module is a nationally consistent training package that will provide members with an overview of how SAR Squads operate.

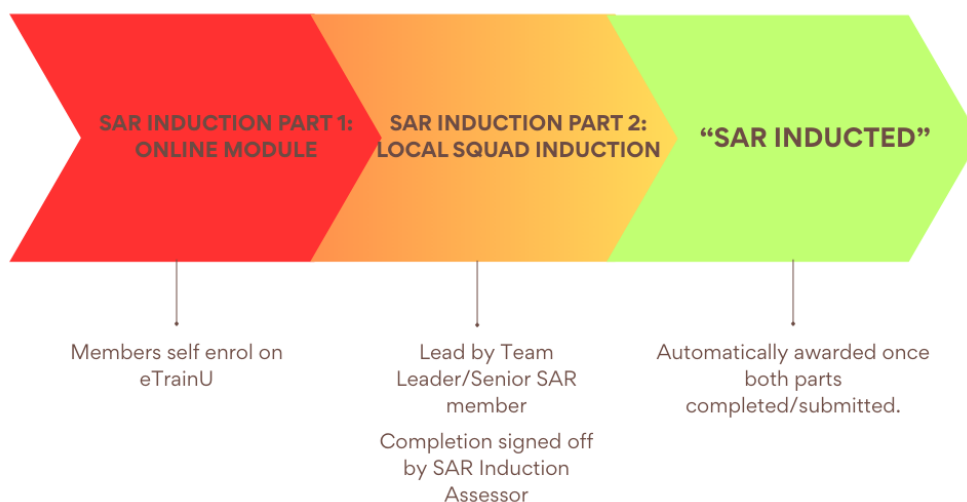
Part 2 is the Local Squad Induction which is designed to be an in-person briefing. This is centred around providing SAR members with knowledge, that is specific to *their* club/area squad.

Both parts need to be completed to be 'SAR Inducted'. Sign off, of the Local Squad Induction which will be done by a 'SAR Induction Assessor' from within each SAR Squad.

This manual provides the details for a designated 'SAR Induction Assessor' to use to complete the sign off process.

Inductions only need to be completed once. SAR members should complete Part 1 online, then Part 2 is designed to be done in person, with the SAR Squad Team Leader, or another designated senior member who can deliver the Local Induction.

## SAR Induction Process





*Note: SAR Induction Part 1: Online Module, is specifically aimed at those who are joining a SAR Squad for the first time.*

*However, ALL existing SAR members are required to complete this training, to ensure all members across the country have a common understanding of the SLSNZ SAR operating processes. Members only need to do this induction once.*

## **SAR Induction Part 2: Local Squad Induction**

The local squad induction should be completed in person with any new members joining the squad, as well as being required for all members once.

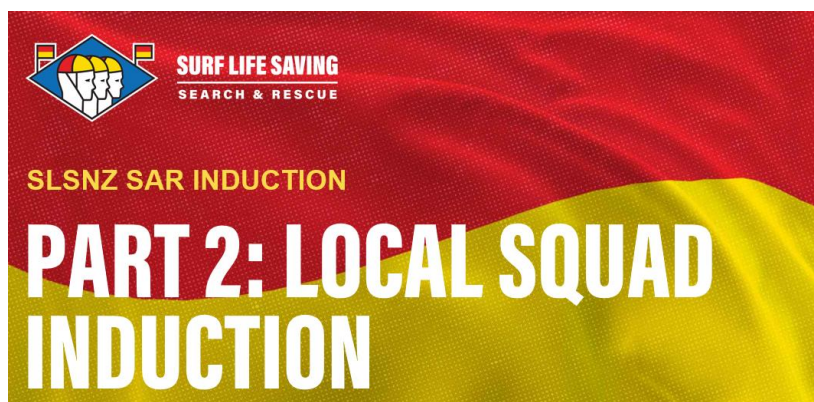
Topics covered in Part 2: Local Squad Induction include (but are not limited to):

- Roles and responsibilities within the Squad
- Technology and local comms
- Personal issue PPE and equipment
- Responding to SAROPs and club access
- Arrival and set up
- Local SAR support agencies
- Area familiarisation

Surf Life Saving New Zealand have provided resources to enable SAR leaders to complete this process with their teams.

These are:

- Local Squad Induction PowerPoint template
- Local Squad Induction: List of topics to choose from (excel format)
- Local Squad Induction: Instructions for SAR Leaders
- Local Squad Induction: Assessor Manual (this document)



The Local Squad Induction PowerPoint template is provided for SAR Squad Team Leaders, as a guide for delivering the Local Squad Induction to their SAR members. It is to be used as a template to step through the topics that should be covered as part of a local SAR squad induction.

The PowerPoint has been completed in a longer format than what may be necessary for a squad induction. This is so the presenter can pick which information is pertinent for their squad, and remove what they don't need, rather than having to create additional material.

Not all aspects of this PowerPoint will be relevant to your club or area squad.

Conversely, there may be localised topics not covered within the PowerPoint template, which need to be discussed with your members, as part of the Local Squad Induction.

The slides are written with the intent of being a list of prompts for the presenter, to aid in the delivery of the induction.

Please note that there are helpful presenter notes for most slides. Please enable the 'presenter notes' when viewing/delivering the PowerPoint.

Some squads may already have their own PowerPoint (or other means) to induct new members. If this is the case, then squad leaders can refer to the templated list of topics to cover for local inductions, which is also provided separately in an excel spreadsheet. This can be used as a cross-reference list, to ensure all relevant topics are covered. Again, please note that not all topics listed may be relevant to your SAR Squad, so not all points need to be covered. Presenters should add any additional points relevant to your squad.



Once a new SAR member has completed the induction process and met the minimum training standard requirements, they may be tasked as an 'operational member' or 'support member' if applicable. However, SAR Team Leaders and SLSNZ SAR On Scene Coordinators should be mindful of what they expect of new SAR members.

[New SAR members should be mentored by a senior SAR Squad member.](#)

They should be introduced to SAR Operations in a staged approach, giving them the time and support necessary to enable them to learn SAR operations, with a reduced level of pressure and stress.

Ways to do this might include:

- Staying on land, shadowing the SLSNZ SAR On Scene Coordinator for a few SAROPs, before participating on the water.
- Being a crewperson in an IRB, before being an operator.
- Watching a body recovery being completed, before participating in a recovery.

Being competent *and* confident to undertake SAR operations takes time and experience, some of which can only be learnt 'on the job'.

It is the responsibility of the SAR Team Leader to manage the introduction of new SAR members, to ensure they are supported, encouraged and enabled to become competent Surf Life Saving SAR members, over time. Having an assigned mentor for each new member will aid greatly in this process.

### **Who can deliver the Local Squad Induction?**

The Local Squad Induction does not have to be delivered by the SAR Squad Team Leader.

Any designated senior member within the team can deliver the induction.

Alternatively, for newly established SAR squads, someone outside your squad may be enlisted to help with the induction process. Your local Search and Rescue Support Officer can assist with this process, if required.

### **Attributes required to deliver the Local Squad Induction:**

- Experience in Surf Life Saving SAR Operations
- Confident at delivering information to groups of people
- Understanding of local partner agencies and CIMs protocols
- Understanding of SLSNZ support services (SurfCom, Duty Officer, Peer Support etc)



### **Who can become a 'SAR Induction Assessor'?**

The 'SAR Induction Assessor' and the person delivering the SAR Induction may be the same or separate people.

The person delivering the induction may be a senior squad member who has plenty of SAR experience and has excellent presentation delivery skills.

However, they might not have a good understanding of the SLSNZ etrainu event creation and sign off process.

There is no requirement for a 'SAR Induction Assessor' to be an experienced SAR member. They are simply the person who creates the event, witnesses' participation in the induction, attests this, and submits the online requirements.

The 'SAR Induction Assessor' could be someone who has experience with the SLSNZ event creation and management process due to their use of it for refreshers, or SLA exams for instance.

All Search and Rescue Support Officers can take details of who in each SAR Squad will be the designated SAR Induction Assessor and this information will be sent to the SLSNZ Member Education team, who will in turn award those people with 'SAR Induction Assessor' status, thus allowing them the ability to create, manage and submit SAR Inductions on etrainu.

## **Preparation checklist for Joining a SAR SQUAD**

<input type="checkbox"/>	Member is 18 years old (minimum)
<input type="checkbox"/>	Member endorsed by their club to join the SAR Squad.
<input type="checkbox"/>	Member has refreshed all relevant SLSNZ Awards.
<input type="checkbox"/>	Member has completed SAR Induction Online Module
<input type="checkbox"/>	Member has attended and participated in SAR Induction Part 2: Local Squad Induction
<input type="checkbox"/>	SAR Induction Assessor has witnessed new member's completion of Local Squad Induction
<input type="checkbox"/>	SAR Induction Assessor signs off new members attendance and submits it online
<input type="checkbox"/>	*If paper-based, completion results transferred to online system.



# Code of Conduct

The Code of Conduct is to ensure all assessments carried out on the SLSNZ member award framework are done so to a consistent standard, adhering to the general assessment principles of; fairness, impartiality, validity, honesty. This Code of Conduct is to be applied to all modes of assessments which could include, but is not limited to:

- Face to face, observation of practical skills.
- In person, written and/or verbal assessments.
- Marking of workbooks or pre-learning material.
- Online assessments.

While this Code of Conduct is to be applied to any assessments carried out on the SLSNZ member award framework, it is also to be read and applied in conjunction with relevant SLSNZ policies, standard operating procedures and the Member Code of Conduct, found on the SLSNZ website.

The following principles apply to all assessments conducted by and on behalf of SLSNZ. Any assessor conducting a formal assessment or examination of an award or components of an award is expected to follow these:

## **Fairness**

Assessors must:

- Treat everyone fairly and with respect.
- Adhere to and follow any assessment criteria as prescribed by SLSNZ.
- Ensure assessment conditions are in accordance with the prescribed assessment guidelines.

## **Impartial**

Assessors must:

- Maintain neutrality; ensuring no bias is shown or given to any member, regardless of club or region affiliations.
- Ensure no discrimination on the basis of gender, ethnic group or disability occurs or is implied.
- Carry out the role of assessor, unaffected by your personal beliefs.
- Support SLSNZ to provide robust and unbiased assessment for members.
- Respect the authority delegated to the assessor in charge of the specific assessment event.
- Declare to the assessor in charge any conflicts of interest for any candidates whom you have a close relationship with.



## **Validity**

Assessors must:

- Remain up to date with the latest assessment requirements.
- Remain up to date by ensuring any reference materials, exam papers or assessment records are the latest version as supplied by SLSNZ.
- Follow as prescribed all SLSNZ exam or assessment procedures, manuals and materials.
- Carefully observe candidates throughout the assessment period and concentrate on the elements of performance being assessed.

## **Honesty**

Assessors must:

- Only sign off assessments of candidates they have personally observed, and are authorised to assess.
- Not allow or facilitate another person to sign off a candidates assessment when they are not authorised to do so.
- Not share, give out, or allow someone else to use your login details for assessments which are being signed off online.
- Not sign yourself off for any assessment in any format.

This Code of Conduct outlines the standard protocol expected of any member undertaking any assessment for awards, courses, or components of awards on the SLSNZ Member Awards Framework. Behaviour or actions that are considered to be in conflict with this code of conduct may result in sanctions applied to individuals in breach.



# The Paperwork

The 'SAR Induction Assessor' will complete the required sign-off via SLSNZs online learning platform, etrainu (see Appendix 1 for details on how to do this). This should be done at the same time as the Local Squad Induction, or soon after.

A blank assessment record is included in this manual (appendix 2) if the assessor prefers to annotate a paper copy prior to transferring these results to the online learning platform later. If this option is preferred, the results must still be 'ticked as passed' online as soon as practicable. Please direct any issues or inquiries to [member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz)

On the following pages you will find:

## Appendices

Appendix 1: Online Learning User Guide for SAR Induction Assessors

Appendix 2: Assessment Record for the SAR Induction

# Online Learning User Guide For SAR Induction Assessors

As an approved SAR Induction Assessor, a special 'Assessor' account will be activated on your existing etrainu profile so that you can create events, add learners, and sign-off practical elements for those individuals going through the SAR Induction process.

This user guide recaps the basics and covers how to:

- Login to etrainu
- Switch to your Assessor account
- Create an event
- Enrol a learner into an event
- Sign-in a learner into an event
- Sign-off a learner for an event
- Close an event

If you have any questions, problems or feedback please contact your club administrator or [member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz).

## How to login to etrainu

1. Go to the SLSNZ website: <https://www.surflifesaving.org.nz/>
2. Click on the **Member Portal** button (top right-hand corner of the screen)

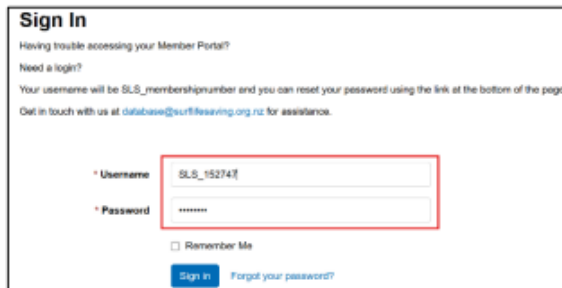


**OR** you can click directly on this link: [Home - Surf Life Saving](#)

3. Click on the **Sign In** button



4. Type in your **Username** (The username format is the letters 'SLS' and your 'SLSNZ membership number', separated by an underscore, i.e. SLS\_69233 - DO NOT add your email here)



Type in your Password. If you do not know your username or password, you can:

- a. Contact your club admin who can tell you your username and reset your password **OR**
- b. Email [database@surflifesaving.org.nz](mailto:database@surflifesaving.org.nz) who can tell you your username and reset your password **OR**
- c. If you do not remember your password, change it yourself by clicking on "Forgot your password?" on the sign in screen and follow the steps.

5. Click on the **Sign In** button

**Terms of Use:** By logging in, you are attesting that you are logging in with **YOUR** password and login and no one else's.

6. Once logged in,
  - a. click on the **Online Learning** button
  - b. click on the **etrainu** dropdown  
... to **access the online learning**



Home   Clubs   Member Lounge   Peer Support   Waves   **Online Learning**   Join Surf

EtrainU

**NOTE:** If you are logging in for the first time, you will also need to tick the appropriate box and **Submit** button to accept the etrainu Terms and Conditions and Privacy Policy. This will allow you to proceed to the online learning which is hosted by the etrainu provider:

### Terms & Conditions

[+ Acceptable Usage Policy](#)

[+ Privacy Policy](#)

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I accept the above *Acceptable Usage Policy and Privacy Policy* and would like to proceed to the etrainu LMS.


[SUBMIT](#)

## How to switch to your Assessor account

When you login to etrainu, the default system view is your Learner account. To access the special assessor menus and functionality related to creating events, adding learners, and signing them off, you must switch from your Learner account to your Assessor account.

**From the Learner view, follow the steps below to switch to your Assessor account:**

Click on the **Switch** button below your name on the top left-hand side of the screen.



**Adriana Ross**

LMS LEVEL

Learner

[Switch](#)

USERNAME

slsnz.152747.learner

[Log out](#)

Select the type of account you would like to switch to from the *Switch Accounts* pop up window and click the **Switch** button. Note: the options available will depend on your access.

### Switch Accounts X

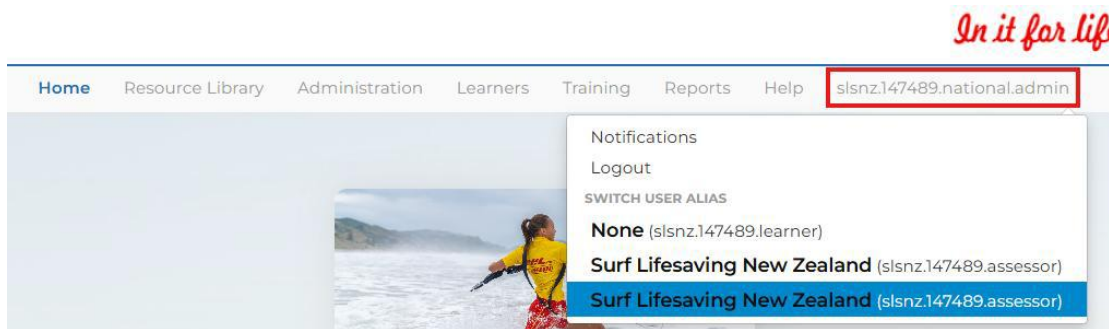
These are your accounts which you can switch between to give you a different level of access.

<p><span style="color: green;">●</span> Organisation Admin. Surf LifeSaving NZ (slsnz.152747.national.admin)</p>	<a href="#" style="background-color: #4a86e8; border-radius: 10px; padding: 5px 15px; text-decoration: none; color: white;">SWITCH</a>
<p><span style="color: grey;">●</span> Assessor. Surf Lifesaving New Zealand (slsnz.152747.assessor)</p>	<div style="border: 2px solid red; padding: 2px;"><a href="#" style="background-color: #4a86e8; border-radius: 10px; padding: 5px 15px; text-decoration: none; color: white;">SWITCH</a></div>

**From the Admin or Assessor view follow these steps to switch back to your Learner account:**

Click on your username in the menu bar on the top right of the screen.

Select the account you would like to switch to from the drop-down options (i.e. click on **None** to go back to your Learner account). The menu bar is different for Assessor and Admin, but the username you click on to switch accounts is in the same place.



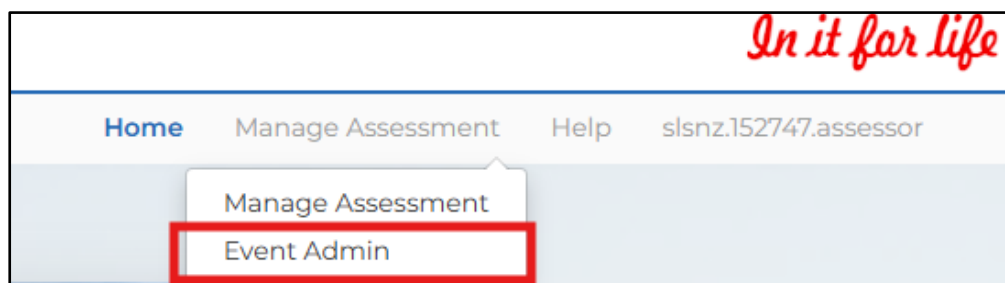
Remember, you must switch to your Assessor account, to create an event and perform other sign-off functions.

**How to create an event**

Before you can assess your learners, you must first create an "event" that they can book into and that you can assess them through.

To create an event: follow the steps in this tutorial video: [How to create an event](#) .

Below is sample SAR Local Squad Induction event created recapping the steps in the video:



**Dashboard**

Search events by name, course, club or region

Search events by learner name

Displaying **Incomplete Events**

WEDNESDAY  
**14 Jan**

5:00pm  
**EE lifeguard refresher**  
East End SLSC

START	END	NAME	LEARNERS	CLUB	REGION
18th Jan 2026	2:00pm	18th Jan 2026 3:00pm	0	Lyall Bay SLA/IRB refresher	Central R
17th Jan 2026	9:30am	17th Jan 2026 12:30pm	0	SLA refresher	Central R

**Events Management**

EVENTS

Search events by name, course, club or region

Search events by learner name

Displaying **Incomplete Events**

START	END	NAME	LEARNERS	CLUB	REGION
18th Jan 2026	2:00pm	18th Jan 2026 3:00pm	0	Lyall Bay SLA/IRB refresher	Central R
17th Jan 2026	9:30am	17th Jan 2026 12:30pm	0	SLA refresher	Central R
14th Jan 2026	5:00pm	14th Jan 2026 8:00pm	0	EE lifeguard refresher	Central R
13th Jan 2026	6:30pm	13th Jan 2026 9:30pm	2	Mairangi Bay SLSC - SLA Refresher 13 Jan 2026	North
13th Jan 2026	8:00am	13th Jan 2026 9:00am	1	Whangamata SLSC - IRB Refresher	East
11th Jan 2026	8:00am	11th Jan 2026 11:00am	5	MHVLS Surf Lifeguard Award Refresher	North
10th Jan 2026	12:00pm	10th Jan 2026 7:00pm	0	Westshore SLA Refresher #6	Central
8th Jan 2026	1:00pm	8th Jan 2026 4:00pm	1/1	SLA Refresher Catch up - Oakura SLSC	Central
7th Jan 2026	6:00pm	7th Jan 2026 7:00pm	1	Waimarama IRB Driver refresher + IRB Training	Central
4th Jan 2026	12:00pm	4th Jan 2026 4:00pm	0	Nelson IRB refresher	South
4th Jan 2026	12:00pm	4th Jan 2026 5:00pm	1	St Kilda SLSC - Patrol 5 IRB Refreshers - 2025/26	South
2nd Jan 2026	11:00am	2nd Jan 2026 2:00pm	7	Kotuku Driver Refresher	South

**Create Event**

Select Event Template

No event template selected

Event Details

CLUB\*

SLSNZ Employees > SLSNZ Employees

COURSE(S)\*

SLSNZ - Search and Rescue (SAR) Induction Mod...

**Create Event**

TOTAL NUMBER OF CANDIDATES

Leave blank if there is no limits

Event Contact

NAME\*

Adriana Ross

EMAIL\*

adriana.ross@surflifesaving.org.nz

PHONE

0211635416

**Create Event**

Session 1 :

**NAME**  
SAR Local Induction (TEST - DO NOT ENROL)

**START\*** 14th Jan 2026 @ 08:00 **END\*** 14th Jan 2026 @ 14:00

**LOCATION\***  
Auckland Marine Rescue Centre, Solent St, Auckland Auckland 1010

**SPECIAL INSTRUCTIONS**  
eg. Meet at the back door

**ASSESSOR(S) AND/OR DELEGATE(S)\***  
Etrainu Tester X

Note: When assigning an assessor to a SAR Induction event, the only names that will appear in this search field are individuals who have been designated to be a SAR Induction Assessor and their names have been forwarded to Member Education ahead of time.

**Create Event**

**Name & Description**

**NAME\***  
Auckland SAR Local Squad Induction (TEST DO NOT ENROL)

**DESCRIPTION**

**B I U** [List icons]

Topics covered in Part 2: Local Squad Induction include (but are not limited to):

- Roles and responsibilities within the Squad
- Technology and local comms
- Personal issue PPE and equipment
- Responding to SAROPs and club access
- Arrival and set up
- Local SAR support agencies
- Area familiarisation

**Create Event**

## How to enrol a learner into an event

For enrolment into the event ... you can either:

- Instruct the learners to book into your event with these steps: [How to book into a practical session](#)

**OR**

- You can enrol learners into the event with these steps: [How to enrol a learner into an event](#)

## How to sign-in a learner into an event

This step records that a learner attended the session. Ideally, it is to be done on the day of the event, but it can be done after the session as well. Although it is a small step, it must be done before the final sign-off assessment for the learner can be done.

- Log in and switch your Assessor account.
- Click **Manage Assessment** and select **Event Admin** from the menu.
- Click the **calendar icon** to find the event.done
- Click on the event to open it.
- Click the **Learners** tab then tick the box for each learner who is present in the session.
- Click the **Sign in** button for each one.

The screenshot shows the 'LEARNERS' tab for the event 'Auckland SAR Local Squad Induction (TEST DO NOT ENROL)'. The page displays session details and a table of signed-in learners. A red box highlights the 'Sign In' button for Adriana Ross.

NAME	CONTACT	STATUS	Actions
<input checked="" type="checkbox"/> Adriana Ross	✉	Enrolled	<b>Sign In</b>
<input type="checkbox"/> Richelle Davies	✉	Signed In	Sign Out

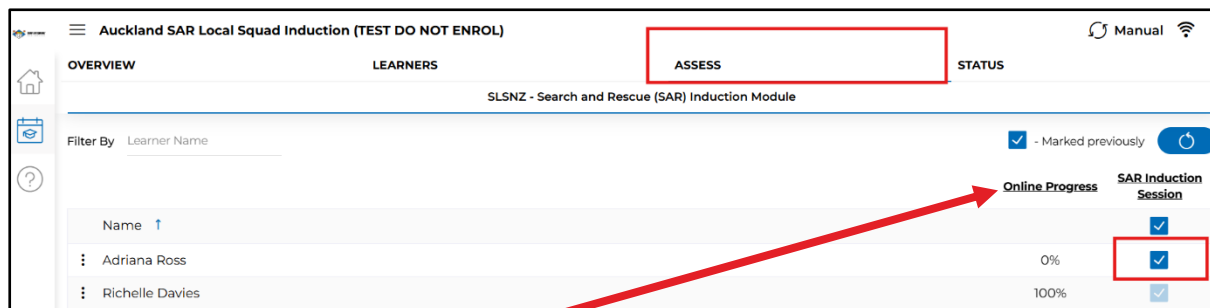
## How to sign-off a learner for an event

When the session is finished, the assessor can sign-off each learner who participated and completed the practical event. Follow the steps in the video tutorial below:

### [How to assess someone as competent or achieved](#)

**Note:** Only Assessors with "Assessor" access and who have been added to the event as one of the assessors, will be able to complete the assessment steps.

- Click the **Assess** tab to view all learners and the assessment items covered within the event.
- Tick the box in the **SAR Induction Session** column, to sign-off each learner in attendance who completed the session. Note: For a SAR Local Squad Induction event, there is only one box to tick for assessment.



Note: In the **Online Progress** column above, you can see each learner's status of completion of the online SAR Induction module. This dynamically changes until the event is closed. For example, if the learner hasn't completed the online module at the time they are enrolled in the event, the status will change as soon as they finish it.

### **Acknowledgement Statement:**

By following this process (under your login) and marking an individual as "passed", you are **acknowledging your responsibility to adhere to the Code of Conduct above.**

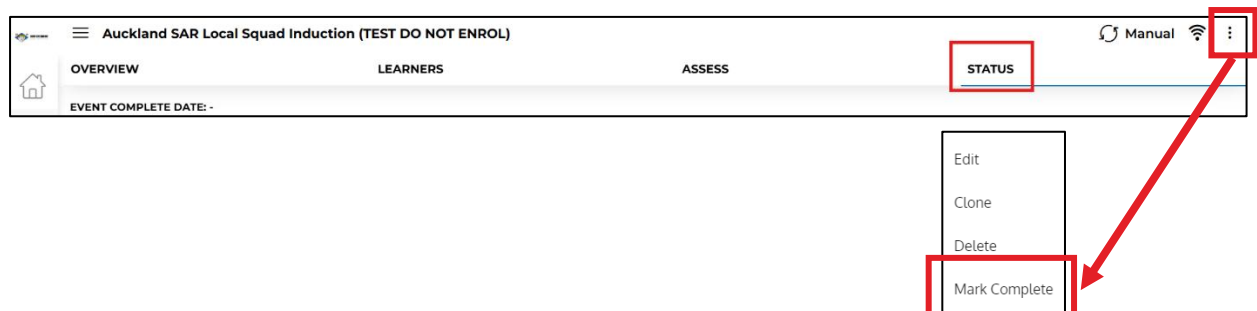
## How to close an event

Once you have assessed the learners **YOU MUST MARK THE EVENT AS COMPLETE.** These steps are covered in the video above, however, if it was missed for some reason and you need to go back and close it, follow the steps in the video below.

### [How to close an event](#)

While in the event, click the **Status** tab. Once all assessment activities have been completed for the event, go to the top right of the page:

1. Click on **the three dots** to get a drop-down menu.
2. Click on the **Mark Complete** button as shown in the image below.



**Closing the event MUST be done, so the “completed” data can be pushed back to the learner’s training record in etrainu and their PAM record can be updated.**

This will put the event in a read-only state and will then push data to the relevant systems.

**NO CHANGES CAN BE MADE AFTER AN EVENT IS CLOSED & IT CAN NOT BE UNDONE!**

### **What happens next?**

- Once a learner has completed the SAR Induction online module (SAR Induction Part 1), and their completion been signed off for the Local SAR Squad Induction event (SAR Induction Part 2), their ‘SAR Inducted’ award will be recorded in PAM.

